**Incident Business 2024**

**Checklist #4**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 2, 6 | Documents referenced |
| 11, 20-22 | Spot check documents |
| 25-29 | Sampling of casual hiring files (files to include original I-9s, original Single Resource Casual Hire Information forms, copies of submitted OF-288s) |
| 32 | Sampling of documents |
|  | [*BLM Standards for Fire Business Management*](http://web.blm.gov/internal/fire/budget/index.html) |
|  | [*NWCG Standards for Interagency Incident Business Management*](https://www.nwcg.gov/publications/902) *(SIIBM)* |

**INCIDENT BUSINESS COORDINATION**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Local *Incident Business Operating Guidelines* have been developed and are reviewed annually.  *[SIIBM Ch 40]* |  |  |
| 2 | Incident business contact has been identified to brief incoming teams, provide a copy of the *Incident Business Operating Guidelines,* and determine who will close out and receive final package.  *[SIIBM Ch 40]* |  |  |
| 3 | A process is in place to ensure a post-finance performance evaluation is completed within 60 days of the IMT release.  *[RB Ch 11 (Team Evaluation); SIIBM Ch 40]* |  |  |
| 4 | Interagency incident business contacts are identified and can be utilized in fire and non-fire emergency situations.  *[SIIBM Ch 40]* |  |  |
| 5 | Incident business contact participates in local, state or national meetings/workshops/ committees.  *[SIIBM Ch 40]* |  |  |

**GENERAL INCIDENT BUSINESS MANAGEMENT**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 6 | The following publications, documents and processes are current and readily accessible: |  |  |
|  | a. *NWCG Standards for Interagency Incident Business Management* (*SIIBM*) and current supplements |  |  |
|  | b. *BLM Standards for Fire Business Management* (Orange Book) |  |  |
|  | c. Geographical area supplements and IM/IBs |  |  |
|  | d. FA, WO, State and NOC IM/IBs (know where to locate) |  |  |
|  | e. *Interagency Standards of Fire and Fire Aviation Operations* (Red Book) |  |  |
|  | f. *National Interagency Standards for Resource Mobilization* (NISRM aka Mob Guide) |  |  |
|  | g. Geographic area standards for resource mobilization |  |  |
|  | h. Process in place for dissemination of incident business information |  |  |
|  | i. Process in place for state/field office or unit issuance of supplemental policy |  |  |
| 7 | Training is provided to supervisors and employees on proper administrative procedures pertaining to: |  |  |
|  | a. Time and attendance (QuickTime) |  |  |
|  | b. Crew time reports (CTRs) |  |  |
|  | c. Fire time reports (OF-288) |  |  |
|  | d. Travel processes (Concur, travel charge card, supporting documentation) |  |  |
|  | e. Accident/injury reporting  (SMIS/ECOMP/OWCP) |  |  |
|  | f. Charge card purchases and records |  |  |
|  | g. Fleet charge cards |  |  |
|  | h. Appropriate use of the Working Capital Fund (WCF) for fleet |  |  |
| 8 | Unit is cognizant of when to order an INBA as per criteria established in the Red Book and a letter of expectations issued from the agency administrator.  *[RB Ch 11]* |  |  |
| 9 | Strategies and processes have been established to monitor incident costs.  *[RB Ch 11]* |  |  |

**INCIDENT TIME AND ATTENDANCE**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 10 | Incident timekeeping: |  |  |
|  | a. Timekeepers are trained and available for incident timekeeping |  |  |
|  | b. Timekeepers have established processes for timely submission of T&As when personnel are on incident assignment |  |  |
|  | c. Internal controls pertaining to fire time are in place including the performance of periodic audits |  |  |
|  | d. When LFSPTIME0000 is used, procedure is in place to move expenses to the appropriate incident in a timely manner |  |  |
| 11 | Incident time keeping includes the pertinent documentation where appropriate.  *[Orange Book; Reviewer spot check]* |  |  |
|  | 1. All incident time has a signed OF-288, CTR, or similar locally approved document filed with appropriate timekeeper *[Orange Book Ch 1]* |  |  |
|  | 1. Hazard pay is appropriately documented and applied *[Orange Book Ch 1]* |  |  |
|  | 1. Preparedness funded employees continue to charge their regular base-8 hours to the fire preparedness program *[Orange Book Ch 1]* |  |  |
|  | 1. Incident time is coded correctly (premium pay, WBS use for preparedness funded employees, proper cost center use, exempt vs non-exempt) *[Orange Book Ch 1]* |  |  |
|  | 1. Work/rest policy is adhered to and documented as appropriate *[Orange Book Ch 1]* |  |  |
|  | 1. Payroll records are maintained in accordance with agency policy   *[Orange Book Ch 1]* |  |  |

**COMPENSATION FOR INJURY/ILLNESS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 12 | Unit OWCP coordinator is identified.  *[RB Ch 7]* |  |  |
| 13 | Guidelines/procedures are established to authorize medical treatment during an incident on the unit (e.g., local, incident management teams).  *[SIIBM Ch 10]* |  |  |
| 14 | Measures have been taken to ensure medical records created on incident are handled properly.  *[5 CFR section 293 and 297; BLM MS 1270]* |  |  |
| 15 | A procedure for validating SMIS/ECOMP at the home unit organization is in place for regular employees and casuals.  *[Best Management Practice]* |  |  |

**NON-INJURY CLAIMS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 16 | Unit has identified a contact or individual(s) to handle claims (employee and tort).  *[SIIBM Ch 70]* |  |  |

**ACQUISITION**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 17 | Procurement Support  *[SIIBM Ch 20]* |  |  |
|  | a. Local personnel have been identified and trained who can assist with micro-purchase procurement when a local incident occurs |  |  |
|  | b. Procurement staff has incident business training and experience and can provide incident support as needed for over micro-purchase procurement/acquisition. |  |  |
|  | c. Process is known for ordering additional support if local capability is exceeded. |  |  |
|  | d. Staff have been identified that will work with and oversee off-unit buying teams |  |  |
| 18 | Staff involved in developing the service and supply plan have been identified.  *[SIIBM Ch 20]* |  |  |
|  | a. A timeframe of how often the plan is reviewed or updated has been established |  |  |
|  | b. Recipients of the plan have been identified |  |  |
|  | c. Process for identifying needs is coordinated between fire management and fire business |  |  |
| 19 | Incident Acquisition  *[SIIBM Ch 20; Orange Book Ch 6]* |  |  |
|  | a. Knowledge of geographic area supplement for emergency equipment rates and pre-season agreements |  |  |
|  | b. Process for reviewing payment packages is in place and approving official is identified |  |  |

**CHARGE CARDS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 20 | Charge Cards |  |  |
|  | a. Internal controls pertaining to charge cards are in place including the performance of periodic audits |  |  |
| 21 | Local process and procedures ensure charge card purchases includes the pertinent documentation where appropriate. |  |  |
|  | 1. Suppression transactions are supported with a charge card reconciliation sheet which contains a description of each purchase, a charge code, appropriate BOC, and, as well as itemized receipts with required supporting documentation are available *[Reviewer: spot check]* |  |  |
|  | 1. Suppression purchases are supported with resource order supply numbers (S#s)   *[Reviewer: spot check]* |  |  |
|  | 1. Government-issued property replaced on an incident has required Property Loss or Damage form  *[Reviewer: spot check]* |  |  |
|  | 1. Meals and lodging purchased for crewmembers with the crew chief charge card includes a list of the names for whom the meals and lodging were procured *[Reviewer: spot check]* |  |  |
|  | 1. Reallocations are completed inserting the resource order in the “remark” section in FBMS |  |  |
| 22 | Local process and procedures provide proper checks and balances to ensure use of fire funds are in compliance with departmental and agency policy.  *[Reviewer: spot check]* |  |  |

**COOPERATIVE/INTERAGENCY AGREEMENTS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 23 | Cooperative/interagency agreements are in place with appropriate cooperators:  *[SIIBM Ch 50; RB Ch 8]* |  |  |
|  | a. Agreements are current and maintained. Copies are provided to incident management teams as appropriate |  |  |
|  | b. Strategies and processes are identified to determine billable fires |  |  |
|  | c. Procedures have been established for payment or collection of these agreements |  |  |
| 24 | Criteria for cost share agreements are outlined in the cooperative agreement and/or the annual operating plan, or local agreements with local governments.  *[SIIBM Ch 80, BLM Manual 1203]* |  |  |
|  | a. Knowledge of who or what supervisor level is authorized to sign cost share agreements |  |  |
|  | b. A process is in place to monitor the billings/payments of cost share agreements |  |  |

**CASUAL HIRE PROGRAM**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 25 | Hiring and approving officials are designated.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 26 | Verify that state office incident business lead is approving all THSP exception position descriptions and rates.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 27 | A process to request casuals for local and incident support is established.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 28 | A process is established to ensure that casuals complete the necessary payroll documents (W-4, Direct Deposit) and the I-9 within 3 days of the first workday.  *[Immigration Reform and Control Act of 1986* *(8 U.S.C. 1324A)*; *AD Pay Plan; SIIBM Ch 10; Reviewer spot check]* |  |  |
| 29 | Casual records are maintained in accordance with Privacy Act guidelines.  *[5 USC 552a, Records Maintained on Individuals;* *AD Pay Plan; SIIBM Ch 10; Reviewer spot check]* |  |  |
| 30 | What is your process to track training (attendance and instructing) and prescribed fire project hours and ensure limits are adhered to?  *[AD Pay Plan; SIIBM Ch 10]* |  |  |
| 31 | Understand of how to use continuation of pay (COP) for casuals.  *[AD Pay Plan; SIIBM Ch 10]* |  |  |

**TRAVEL**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 32 | Processes are in place to ensure timely and accurate submission of travel vouchers for casuals and temporary employees.  *[Federal Travel Regulations; SIIBM, Ch 10; AD Pay Plan]* |  |  |